



CALIFORNIA STATE UNIVERSITY, STANISLAUS
ENGLISH DEPARTMENT PROGRAMS

APPLICATION FOR STUDENT TRAVEL

Guidelines

INSTRUCTIONS TO APPLICANT: Please fill in the application form below and return it to the English Department, Demergasso-Bava Hall, Room 264, One University Circle, Turlock, CA 95382. **Graduate Students** with **CLASSIFIED** admission status and **Undergraduate Students** in **good standing** may apply.

Name: _____
Last First Middle

Address: _____
Number Street Apt #

City: _____ Zip Code: _____ Phone Number: _____

Student ID: _____ Email Address: _____

GPA: _____ M.A. Graduate: _____ Undergraduate: _____
List concentration: Literature, RTW, TESOL, Dual (list) English Major, SSMP, TESOL

Name of Conference: _____

Location of Conference: _____ Date(s): _____

Title of the presentation (if presenting): _____

Have you previously received travel funding? ☐ No ☐ Yes If yes, when? _____

SIGNATURE OF FACULTY RECOMMENDER/ADVISER: _____

Attach the following items in the order listed:

1. Abstract submitted for the conference (limit to one page)
2. Notification of acceptance of paper, or program ☐ Acceptance Pending
3. Conference registration sheet and/or travel expenses

IMPORTANT: *If travel is approved, student(s) will be required to meet with English Staff to discuss University travel requirements and procedures at least **four weeks before departure**.*

TO BE COMPLETED BY DEPARTMENT CHAIR

☐ Funding approved Amount: \$ _____ Account No# _____ ☐ Funding **not** approved

By (print name): _____ Signature: _____

TO BE COMPLETED BY STAFF: Reviewed Travel Requirements/Procedures with Student: _____
Date

1. Use of Privately Owned Vehicles (STD/261)
2. Department Travel Request/Claim Procedures (checklist)

NEW TRAVEL REQUEST/CLAIM FORM PROCEDURES

ENGLISH STUDENTS

1. Complete "Application For Student Travel" form.

Please complete the form at least **five weeks before planned departure**.

2. FUNDING STATUS: Staff will send an email notification to student(s) advising if they are approved, or not approved, for travel funding. If approved, student(s) will be required to meet with English staff to discuss university travel requirements and procedures at least **four weeks before approved departure**.

3. TRAVEL REQUEST: Staff will complete a Travel Request in advance provided all required information to travel is received.

- Mileage Report- Calculates the amount reimbursed for driving a personal car.
- A valid defensive driving certificate must be on file with Public Safety (copy to department staff) in order to qualify for mileage per diem funds when using a personal car. The Authorization To Use Privately Owned Vehicles on State Business form (Form 261) must be submitted to the department as well.

<https://www.csustan.edu/financial-support-services-gateway/staff-faculty/travel-forms>

4. BEFORE TRAVELING: The **Application for Student Travel** and **Travel Request** must be approved by the appropriate Delegated Authority (Any travel request **under \$5,000** needs AVP/Dean signature; travel request **over \$5,000** also needs VP signature). Please allow at least **four weeks for this process**.

Department checklist showing the information that should be submitted before traveling:

- ☐ Departure Date & Time
- ☐ Return Date & Time
- ☐ Destination/Purpose of Trip
- ☐ Full Transportation Itinerary
 - Driving Information
 - Flight Information
- ☐ Registration Information
- ☐ Lodging Information
- ☐ Acceptance Letter (if applicable)

The information on the checklist is required at least **four weeks before departure**.

5. AFTER TRAVELING: *Immediately after your return, submit original, itemized receipts to department staff.*

Original itemized receipts for "all" approved expenses must be submitted to staff for final processing. If a receipt is not included, there will be no reimbursement. A Travel Expense Report must be submitted within 60 days after the trip completion.

6. CONTACT WITH QUESTIONS OR CONCERNS: Department of English -

Telephone: 209-667-3361 or Email: English@csustan.edu

Note: Traveling out of the Country: If you are traveling abroad, it is **IMPORTANT** to review the "International Travel" process on the Safety and Risk Management web page, or call 209-667-3057.